

WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES		
Title: Admissions to Vocational Training Programs		
Policy Number: 5.11		
Effective Date:	10/12/05	Page 1 of 1
Lead Department: Vocational Training		

OBJECTIVE

To provide stated criteria for admissions to WWRC Vocational Training Programs for the general public who may be interested in these Center services.

POLICY

Applicants for WWRC's Vocational Training Programs, including those desiring to enroll from another institution, *must first meet* all WWRC eligibility criteria and complete required documentation for admission to the Center, as published on the WWRC website (<http://www.wwrc.virginia.gov/Admissions.htm>). Once determined eligible for residential or day Center services through routine admissions processes, the Admissions Department will apply established admissions qualifications for the requested vocational training program. These admissions qualifications, specific to each offered vocational training program, are updated at least annually and can be found on the Center's website <http://wwrc.virginia.gov/VocationalTraining.htm>. Prerequisite academic/technical skill and aptitude requirements, including skills obtained through another institution, can only be waived with the permission of the Vocational Training Instructor, upon case conference and/or team review. Instructor waivers will be based on demonstrated mastery of skills and/or documented aptitudes. The Admissions Department will coordinate a scheduled admission date with the Employment and Occupational Skills Training Department for any applicant who meets combined Center eligibility criteria and vocational training admissions qualifications.

To qualify for Title IV funding an eligible training student must have a high school diploma, GED or pass an Abilities- to- Benefit test that has been approved by the US Department of Education. The student must also have reached the compulsory age as required by the state of Virginia.

See WWRC Policy 5.12 for applicants who have not earned a high school diploma or GED and must achieve passing scores on an approved test to qualify for federal aid as Ability-to-Benefit students.

Reviewed 4/1/11